



The Corporation of the Town of Orangeville

Site Plan Approval Application Form

Please note: Pre-Consultation should be completed prior to submitting a Site Plan Control Approval Application. Submit a [Pre-Consultation Meeting Request Form](#) to the Planning Division.

There is a non-refundable fee for both applications payable by cheque, cash or debit. Please visit: <https://www.orangeville.ca/en/doing-business/application-fees.aspx>

Submit completed forms to: planning@orangeville.ca

1. Site Plan Approval Categories

<input type="checkbox"/> Basic <i>Changes to an existing development, where such changes may not meet the definition of "development" under Section 41 of the Planning Act.</i> <i>Includes alterations to an exterior site layout, such as a parking lot, site access modifications or infrastructure changes, etc.</i> <i>The Site has previously approved plans, with a site plan agreement registered on title, requiring approval from the Town prior to making changes. An amendment to the existing site plan agreement is not required, however a letter of undertaking may be required.</i>
<input type="checkbox"/> Minor <i>A small-scale development proposal where the size and site development issues are considered to be less complex and/or the review of up to two (2) updated or new technical studies or reports.</i> <i>Includes:</i> <ul style="list-style-type: none"> i) A conversion of a use within an existing building or structure; ii) Addition(s) or alterations of gross floor area in an existing building or structure; iii) New accessory or temporary building(s) or structure(s); iv) Changes to approved landscaping, grading or servicing works. <i>A new or amended site plan agreement is required.</i>
<input type="checkbox"/> Major <i>Large scale and/or multi-phase development proposal with complex site development issues. Involves the review of three or more technical studies or reports, a new build or significant building addition with impacts to existing site development and/or major amendments to approved site plans with significant alterations</i> <i>The development proposal may involve Special Technical Study (i.e. Traffic Impact Study, Environmental Impact Study), Phased Approval, Land Transfer, Easement, Special Agreement, Multiple Buildings, Mixed Use Building, Medium or High-Density Development, Industrial Mall or Business Park.</i>

2. Legal Description

Municipal Address	
Property Identification Number (PIN)	
Assessment Roll Number (ARN)	
Legal Description Lot & Concession, Former Township	
Lot(s)/Block(s), Registered Plan	
Part(s), Reference Plan	

3. Owner and Agent Information

Name of Owner _____

Address _____

Telephone _____

Email _____

**Name of Agent
(if applicable)** _____

Address _____

Telephone _____

Email _____

Note: **To appoint an Agent, the Owner Authorization must be filled out in full, executed and dated. Unless otherwise requested, all communications will be directed to the Agent, if any.**

4. Mortgage Information

Name of Mortgagee _____

Address _____

Telephone _____

Email _____

5. Property Description

Official Plan Designation: _____

Zoning: _____

Lot Frontage: _____

Lot Depth: _____

Lot Area: _____

6. Description of Proposed Development

6.1 If applicable, provide the appropriate information in the following table:

Proposed Use	Number of Residential Units	Number of Lots and/or Blocks	Parking Provided	Area (net hectares)	Density (residential units per net hectare)	Gross Floor Area (square metres)
Single Detached Residential						
Semi-Detached Residential						
Row or Town House Residential						
Multiple Dwelling/ Apartment Residential						
Other Residential						
Commercial	n/a				n/a	
Industrial	n/a				n/a	
Institutional	n/a				n/a	
Parks or Parkettes	n/a				n/a	n/a
Conservation Lands	n/a				n/a	n/a
Stormwater Management Facilities	n/a				n/a	n/a

Proposed Use	Number of Residential Units	Number of Lots and/or Blocks	Parking Provided	Area (net hectares)	Density (residential units per net hectare)	Gross Floor Area (square metres)
Roads	n/a	n/a			n/a	n/a
Other:						
Total						

7. Drinking Water Source Protection Information

7.1 Consult the Orangeville source water protection online mapping at: [Source Water Protection \(arcgis.com\)](http://Source Water Protection (arcgis.com)) to determine if the subject property is located in a Wellhead Protection Area, or contact the Risk Management Official (RMO) at sourceprotection@orangeville.ca .

Is the Subject Property located within a Wellhead Protection Area (WHPA)?

Yes No

7.2 If yes, check all that apply:

<input type="checkbox"/> WHPA-A	<input type="checkbox"/> WHPA-D	<input type="checkbox"/> Significant Water
<input type="checkbox"/> WHPA-B	<input type="checkbox"/> WHPA-E	Quantity Risk Area
<input type="checkbox"/> WHPA-C	<input type="checkbox"/> ICA (Issue Contributing Area)	(WHPA-Q1/Q2)

7.3 If the subject property is located wholly or partially within a WHPA-A, WHPA-B, WHPA-C, WHPA-D or ICA an Application for a Notice to Proceed is required. [Application-for-a-Notice-to-Proceed.pdf \(orangeville.ca\)](http://Application-for-a-Notice-to-Proceed.pdf (orangeville.ca)). This application should be submitted to the Risk Management Official (RMO) prior to the submission of the Site Plan Application.

The RMO will review your application for the applicability of source protection policies in the Credit Valley-Toronto and Region-Central Lake Ontario (CTC) Source Protection Plan (www.ctcswp.ca/ctc-source-protection-plan/). If the proposal is subject to source protection plan policies, the RMO will work with you to ensure the policy requirements are met. When the source protection policy requirements have been successfully addressed, the RMO will issue a Notice to Proceed pursuant to Section 59 of the Clean Water Act (CWA), 2006. You will need to attach and submit the Notice to Proceed to this Site Plan application in order to ensure a complete application submission.

Notice to Proceed pursuant to Section 59 of the CWA, 2006 is attached (if multiple Notices have been issued, please attach all);

or

Letter from the RMO confirming Section 59 of the CWA, 2006 does not apply is attached.

7.4 If the subject property is located within the Significant Water Quantity Risk Area (WHPA-Q1/Q2), additional studies may be required to address source protection policy requirements to the satisfaction of the Town, including but not limited to a water balance assessment, low impact development brief, dewatering plan, etc. Please refer to the pre-consultation checklist for additional source water protection study requirements. Please list the reports (title, author, and date) that have been submitted with this application.

8. Submission of Plans

Please provide one (1) full size hard copy and one (1) digital copy (PDF format) of all plans and reports in support of the application.

Legal Survey

Surveyor: _____ **Date:** _____

Site Plan

Architect/Consultant: _____

Drawing Title/No.: _____ **Date:** _____

Landscape Plan

Architect/Consultant: _____

Drawing Title/No.: _____ **Date:** _____

Site Servicing and Grading Plans

Architect/Consultant: _____

Drawing Title/No.: _____ **Date:** _____

Lighting Plan

Architect/Consultant: _____

Drawing Title/No.: _____ **Date:** _____

Elevations or Other Drawings

Drawing Title/No.: _____ **Date:** _____

Drawing Title/No.: _____ **Date:** _____

Drawing Title/No.: _____ **Date:** _____

9. Declaration

I have attached the application fee as established by Town By-law 2024-074, and hereby agree to reimburse the Town for any expenses incurred in relation to hearings held by the Ontario Land Tribunal (OLT) or any other legal proceeding; cheques are to be payable to The Town of Orangeville. I have read the information provided with this application form and I am aware that additional information is

available in the Town's [Site Plan Approval Procedures and Guidelines \(2009\)](#) and [Town of Orangeville Design Guidelines \(2022\)](#).

I have attached the payment required for the purposes of preparing and installing a public notification sign on the property in the form of a cheque made payable to Sign Needs Inc. If the property is on the corner of two or more roads, one notification sign per street frontage may be required at an additional fee. I also hereby grant the Town or its sign maker access to the property, if necessary, to install and remove the sign(s).

I have read the information provided and all above statements are true to the best of my knowledge.

Signature of Owner or Authorized Agent

Dated at the _____ of _____
this _____ day of _____

10. Owner Authorization

Note: to be signed by Owner only if an Agent has been appointed.

As of the date of this application, I am the registered Owner of the lands described above. I authorize the submission of this application on my behalf by:

Name of Agent (please print)

Whom I have appointed as my agent.

Date: _____

Signature of Owner

Name of Owner (please print)

Additional Notes:

Site Plan Control Area – By-law 61-2004

The site plan control area in the Town of Orangeville comprises all those lands zoned R5, RM1, RM2, CBD, C1, C2, C3, C4, C5, C6, INST, M1, OS1, OS2, and NMU as shown on Schedule “A” to By-law 22-90, as amended.

The following classes for development may be undertaken without the approval of plans and drawings otherwise required:

- (i) In those portions of the site plan control area that are zoned R5 or C5 by By-law 22-90 as amended, the construction of a single-detached dwelling or a semi-detached dwelling as defined by the by-law, or an addition thereto, may be undertaken without the approval of plans and drawings, provided, in the case of additions, that the use of the entire building as a single-detached dwelling or semi-detached dwelling, as the case may be, is maintained; and
- (ii) The construction of a row house dwelling, as defined by By-law 22-90 as amended, may be undertaken without the approval of plans and drawings provided:
 - (a) the row house dwelling fronts on a public street;
 - (b) each row house dwelling unit occupies or is intended to occupy its own lot; and
 - (c) the property is located within a plan of subdivision that was registered after January 1, 2000.

Delegated Authority By-law 2022-075

Site plan applications are approved by the Manager, Planning Division or in their absence, the General Manager, Infrastructure Services.

Site Plan Approval Application Fees

Application fees are in accordance with the Town’s Fee By-law and can be found on the [Application Fees](#) page. Cheques are to be payable to The Town of Orangeville.

Development Charges

Please visit the [Development Charges](#) page for more information or contact the Finance Division: finance@orangeville.ca to determine if Development Charges apply.

Agreement and Financial Securities

As a condition of approval, the owner will be asked to execute a site plan agreement. There may be a requirement for a cash deposit, letter of credit or other form of security to guarantee that all grading, paving, and landscaping works are undertaken in accordance with the approved site plan. Fees for site inspections and security release can be found on the [Application Fees](#) page. Please note that all letters of credit must be automatically renewable. The Town has a standard form of letter of credit which should be used by wherever possible.

Parkland Dedication or Cash-in-Lieu – By-law 2012-047

Your project may be subject to a requirement for a dedication of land for parks purposes, or a cash payment in lieu of the dedication of land. Please contact the Planning Division for more information: planning@orangeville.ca

Sign By-law – By-law 2013-028

If you are considering erecting or mounting any signs, you must apply for a sign permit. A permit will be issued if the proposed sign meets the regulations in the by-law. Please consider the location of any proposed signs when preparing your site plan.

Public Notification Sign

The Town of Orangeville requires that a public notification sign(s) be erected on the property subject to Site Plan Control Approval Applications. Payment to Sign Needs Inc, the Town's public notification sign maker, is required by the applicant for the purposes of preparing and installing a public notification sign(s). The Town will make the necessary arrangements to have the sign(s) prepared and installed on the site.

Address Assignment

If the proposed development will require a new municipal address, please contact: Planning Division: planning@orangeville.ca. A new address should be assigned prior to the issuance of a building Permit.

Orangeville Hydro

**Please contact Orangeville Hydro (519-942-8000) early in the design process to ensure that electrical service can be provided in a timely manner:
<https://orangevillehydro.on.ca/>**

Credit Valley Conservation Authority

Depending on the location of the property or the nature of the proposal, your application may need to be circulated to Credit Valley Conservation (CVC) for review. The CVC charges a fee for this service. The Town will collect the applicable fee on behalf of the CVC in the form of a cheque payable to Credit Valley Conservation at the time of application submission.

For more information related to the applicable Plan Review Fees, please visit the Credit Valley Conservation (CVC) website: <https://cvc.ca/about-planning-permits/fee-schedule/>